

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

April 30, 2008

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TITLE:	Family Resource Specialist
POSITION:	03750
LOCATION:	Child & Family Services Division, Missoula
STATUS:	Part-Time/Permanent (20 hrs/wk)
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$13.88 - \$17.35 hourly. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, May 14, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This is a part-time position, working 20 hours per week. References in the community, such as providers and previous employers, will be contacted as part of the reference process.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

The successful applicant will be required to sign a Driving Records Release Form.

TYPICAL DUTIES: This position licenses and trains foster families, assesses families for adoption and investigates complaints in foster and adoptive home setting; case manages adoptive home placements until the child is legally adopted by a

family; helps families who have adopted children to find services needed for their children beyond the finalization of the adoption; and may also facilitate support group meetings for foster and adoptive families.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Thorough knowledge of early childhood development licensing and registration laws, and standards in Montana. Investigation protocol knowledge is helpful.

Skills: Skill in organizational and time management; communication; interviewing; assessment; and computer (WordPerfect, mainframe, and CAPS).

Abilities: Ability to work with a variety of people in various settings and assess these settings as to their compliance with state standards; communicate effectively; and work as a team with various community members.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social work **OR** Bachelor's degree in a related human services field **AND** one year of related human service experience **OR** unrelated degrees may be considered if the applicant has a minimum of 5 years child protective services experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 6/91 or 12/93);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any course work at a college or technical school. **If applicant has difficulty obtaining transcripts, you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena, MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview; and**
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire**, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with the driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Family Resource Specialist
Position: #03750
Location: Child & Family Services Division, Missoula

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position has two primary functions: 1) Manages the adoptive program; and 2) Manages the foster care resource program.

Discuss the qualities you believe are necessary to perform the duties of this position. In what ways are you best suited for this job?

2. Describe your experience providing educational instruction or with public speaking.